

SECRET  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050060-6

CONTROL NO

PREPARE IN DUPLICATE

DDS&T-OSP-#8

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE  
OF  
REPORT

STATISTICAL  
☒ NARRATIVE  
MACHINE-NAME LISTING

DCI Monthly Progress Report

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify) Operational,  
Engineering, Administrative

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

2

7. FORMAT (memorandum, form  
computer print-out, etc)

Memorandum

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

D/CI

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

Tech Program Staff

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Two, Same title (see attached)

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	<input checked="" type="checkbox"/> COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	<input checked="" type="checkbox"/> COST PER YEAR
GS-4 thru GS-18			140.40	12	1685.00

### B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

1685.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Requested by Executive Director-Comptroller and D/IC in May 1967 to keep top  
Agency management aware of status of two large technical programs.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

☐ CHANGE

☐ DISCONTINUE

One additional program will soon be included in  
this report.

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25X1

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

16 October 70

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FORM  
9-70

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